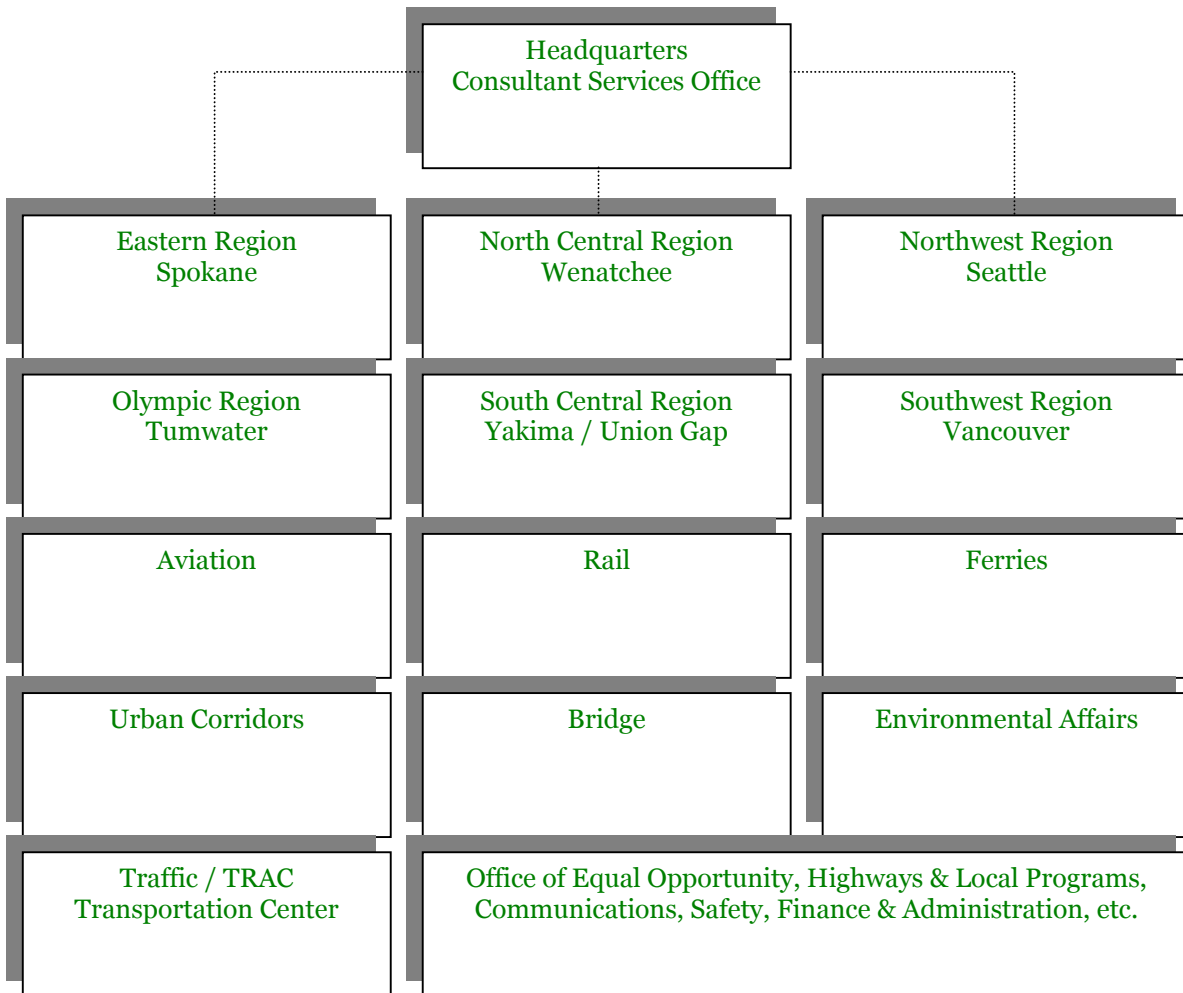




Washington State Department of Transportation (WSDOT) Headquarters Consultant Services Office (HQ CSO) is located in Olympia. WSDOT HQ CSO is lead by the Director of the Consultant Services Program. The following will define the placement of HQ CSO within WSDOT and it's roles and responsibilities.

**Organizational Chart showing HQ CSO and its oversight responsibilities within WSDOT:**



HQ CSO has oversight over all areas of WSDOT relating to Personal Services and Architectural & Engineering (A&E) Services procurement and administration, but the various regions and division do not report directly to HQ CSO.

**Office Duties:**

- Coordination with OFM;
- Coordination with FHWA;
- Coordination with and reporting to D/M/WBE;



- Coordination with the State Auditor's Office relating to audits of Personal Services and A&E Services procurement and agreement management;
- Liaison with the Transportation Commission;
- Bill analysis during Legislative Session;
- Handle all Personal Services and A&E Services agreements for all of WSDOT;
- Oversight of all regions and divisions within WSDOT in relation to the consultant program;
- Training on Consultant procurement and administration;
- Development and implementation of policy and procedures;